

18F / Navy Reserve

Journey Map for AT, ADT, and IDTTs



Start order request, work with command OSO.

Verify page 2 in service record.

Check for order status email, whether completed or rejected and why.

Check pay, such as salary calculator, BAH and allowances, entitlements.

Check for travel emails, DTS orders, status, approvals, payments.

Access NOSC phone #'s.

Exchange emails with NOSC.

Acess NOSC info, such as drill schedule, weather alerts, general announcements.

Access unit info, such as roster, contact info, training schedule.

Modify orders if needed.

Complete orders and submit for pay.

Liquidate travel, verify all pay.

Pre-orders

Requirements

Starting Orders

Return Home

Verify Pay

Check medical hard holds, such as flu shots, HIV, dental, vaccines, PHA.

Check security hard holds, such as clearance status (started, expired, no record of previous).

Email to find order requirements.

Exchange emails from gaining command.

Muster and endorse orders with an E6 or civilian, ideally in a timely fashion.

Fax or email scanned copies of endorsed orders to recieve payment.

Exchange emails between unit CoC and NOSC.

Discover and fix hard holds, might include training PII not completed, medical, security clearance, pay issues, travel certs, incomplete pay questions.

